

JOB DESCRIPTION
ST. CLAIR STREET SENIOR CENTER
PART-TIME REGISTERED NURSE FOR THE NURSE ON DUTY PROGRAM

1. **JOB TITLE:** PART-TIME REGISTERED NURSE FOR THE NURSE ON DUTY PROGRAM
2. **DEFINITION:** The Part-Time Registered Nurse (RN) is a skilled nurse to oversee and run the operations of the Nurse on Duty program with direct client care in health promotion, wellness, and foot care clinics. The RN plans, organizes, and implements health education programs and services sponsored by the Nurse on Duty program. The RN is under the supervision of the Senior Center Director or designee. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, and as having reasonably foreseeable occupational exposure to bloodborne pathogens. As Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post accident (incident), random, promotion and transfer, return-to-duty and follow-up drug and alcohol testing.
3. **EQUIPMENT AND JOB LOCATION:**
 - a. The employee utilizes medical equipment including a blood pressure cuff, lancets used for finger sticks for hemoglobin and diabetic checks, equipment for checking height, weight and related vital signs, nail clippers, syringes for flu and/or pneumonia injections, and other medical instruments normally used in assessing health and wellness status in older individuals. The employee must also have the ability to operate programming equipment: video cassette recorder, movie slide and overhead projectors and cleaning equipment as needed. Also necessary are skills needed to operate a personal computer, photocopier, facsimile machine, multi-line telephone system, and other modern office equipment.
 - b. The employee's job location is in the St. Clair Street Senior Center facility where the work is typically performed indoors. All City facilities and vehicles are tobacco-free.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
 - a. Assesses basic health status of participants presenting in the wellness clinic.
 - b. Perform basic first aid and emergency CPR as necessary.
 - c. Coordinates weekly foot care clinic.
 - d. Educates participants on expected drug effects and at-risk side effects.
 - e. Implements basic health assessment skills; e.g. blood pressure monitoring, finger sticks for hemoglobin and diabetic checks, heights, weights and related vital signs.

- f. Counsels participants on normal aging processes.
- g. Assists with planning and implementing health education programs sponsored by the Nurse on Duty Program.
- h. Documents findings in writing on appropriate participant records concisely and accurately.
- i. Communicates clearly, easily, and therapeutically with participants, their family members or caregivers, peers, student nurses, staff members and healthcare professionals while respecting all confidentiality protocols and laws.
- j. Helps to promote and motivate older individuals to take advantage of services and programs provided to enhance health promotion and wellness.
- k. Maintains defibrillator weekly.
- l. Organizes training for staff on CPR, first aid, and defibrillator.
- m. Sits, stands, stoops and walks intermittently.

5. ADDITIONAL EXAMPLES OF WORK PERFORMED:

- a. Monitors services provided to ensure they are appropriate and recommends new or additional services to be offered based upon unmet needs.
- b. Performs other duties and special projects as assigned.

6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. Must be at least twenty-one (21) years of age.
- b. High School diploma or equivalent required and have current valid R.N. licensure for the State of Tennessee. Experience in working with the elderly population helpful.
- c. Must have authorization to work in the United States of America.
- d. Must not have been convicted of, or pleaded guilty to, or entered a plea of *nolo contendere* to any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, or controlled substances.
- e. Must not have been convicted of, pleaded guilty to, entered a plea of *nolo contendere* to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.
- f. Possess and maintain malpractice insurance coverage from an insurance company authorized to do business in the State of Tennessee with limits of not less than \$1 Million/1 Person and \$3 Million/1 Occurrence with the ability and willingness to add the City of Murfreesboro as an additional insured. (The City will reimburse the cost of the additional insured endorsement.)
- g. Must possess the skills to perform safely and efficiently duties necessary in the role of a professional registered nurse.

- h. Must have the ability to work with aging individuals and have a specific interest in older adults.
- i. Excellent human relations skills, with the ability to communicate effectively and appropriately, orally and in writing, in English with older individuals, their family members, their caregivers, medical personnel and staff.
- j. Possess independent judgment, the physical and mental skills necessary to independently provide services in the nursing clinic setting and the ability to follow instructions from a supervisor both written and orally.
- k. Must possess and maintain a good reputation for honesty, integrity, and confidentiality.
- l. Must possess a basic working knowledge of personal computers.
- m. Excellent nursing skills without history of nursing malpractice.
- n. Ability to report for work on time and perform the duties of the job for the scheduled hours.
- o. Must submit to and pass a pre-employment drug and alcohol screen.
- p. Possess the ability to concentrate and accomplish tasks despite interruptions.

Non-Exempt
Safety Sensitive
July 18, 2008